

Inserting PowerPoint Charts into Word

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Charts should be prepared in PowerPoint, one chart per file, with modest color. Dark blue and light blue print well on black and white copy machines. Other colors tend to fade.

1. **Create a table.** There are several ways to insert charts, but the most stable method seems to be to insert charts into table cells within your Word document.

STEP ONE: Create a table and hide unnecessary lines (the fewer lines, the better).

EXAMPLE: This table is three columns wide. Charts are set within selected cells.

<p>Medical Assistance Administration Funding Request 1999-01 Biennium Compared to 2001-03</p>	<p>Remaining cells can be merged to hold text (select “Table” on the pull-down menu, then “Merge Cells.”)</p> <p>This example is will not make any sense of course, but does illustrate the exercise.</p> <ul style="list-style-type: none"> ▪ A light border has been added so the cells can be seen. ▪ In most cases, lines are a distraction and are not used. <p>If, after merging cells, you decide you want them different, you can still change your mind by placing your cursor within the cell and selecting “Split Cells.”</p> <p>If you can’t see the gridlines, you will need to go into the “Table” pull-down menu and select “Show Gridlines” at the bottom of the pull down.</p>	
<p>Voluntary Placement Program Caseload FY99 through FY03</p>	<p>Economic Services Administration Funding Request 2001-03 Biennium</p>	<p>Heavy Drinking Among Teenagers Washington State</p>

2. **Insert your chart.**

STEP ONE: Place your cursor in the cell where you want your chart.

STEP TWO: On the pull-down menu, select “Insert” then “Object.”

STEP THREE: Select the tab that reads “Create from File.”

STEP FOUR: Click the box “Link to File” if you want to the chart to update automatically if the chart changes (recommended).

STEP FIVE: Hit “Browse” and locate your chart file.

STEP SIX: Hit the “OK” button.

3. **Size the chart.**

STEP ONE: Use the cropping tool on the “Picture” tool bar (bring it up if it’s not already loaded by selecting “Toolbars” on the “View” pull-down menu).

STEP TWO: Use the handlebars to remove excess borders around your chart.

STEP THREE: Enlarge or reduce the chart by using one of the corner handlebars (this is important – if you use the center handlebars the image will distort). Stretch to fit.

4. **Congratulations! You’ve done it!**

Chart titles and footnotes can be positioned in the cells adjacent to the chart cell. It is recommended that these be typed into the Word file so all chart titles and footnotes will be uniform in size. If titles placed in the PowerPoint files are shown, these will vary in size depending how much the image has been enlarged or reduced, giving the final document an amateur look.

NOTE: To update links, either close the document and reopen it (links will update automatically), or click on the chart and on the “Edit” menu, select “Links” and update. Automatic links can fail when sent over some e-mail systems. If this happens, they will need to be reestablished. Insofar as documents can be edited on a shared drive rather than via e-mail, this will help preserve your file.